

Governor's Workforce Investment Board One Stop Development Committee

**Conference Call
March 8, 2006**

DRAFT MINUTES

Committee Members Present: Marty Copps, Chair; Dave Crum; Mike DesRosier; Keith Kelly; Gary Perry; Gail Richardson; Jeff Rupp; and Linda Woods.

Committee Members Absent: All committee members were present.

Staff: Pam Watson, Chris Wilhelm and Jessica Snyder

Guests: Shannon Harrison, Cherelee Martin, Rebecca Engum, Robert Thornton, Dave Morey, Chick Leggate, Deb Buxbaum, Bruce Day, Annette Miller, Mary Berg, Janet Snowberger, and Al Ekblad.

Welcome and Introductions

Committee Chair Marty Copps called the meeting to order at 9:03 a.m. Pam Watson reviewed the documents in committee packets.

Approval of Agenda

Pam Watson stated the report on Layoffs and Job Creation was not available for this meeting. The agenda was approved by consensus.

Business Plan Review

Pam Watson reported the SWIB staff received draft business plans and One-Stop Certification packets from the Missoula and Butte areas and the Billings area indicated that they will be submitting a request for certification. Butte's packet was still a draft and will need to be updated to reflect the statewide planning area. Ms. Watson explained to the committee members the process for certification requests. When a CMT or local community submits a request for certification, staff will review the request to ensure the criteria established in the State's Two Year Plan is met, and then the One Stop Development Committee will review. The committee will then take action to make recommendations to the full SWIB for final approval.

Commissioner Keith Kelly stated that ties between economic development and workforce development are strongly encouraged on the federal level and emphasized that partnership with economic development and the One Stop system will become critical.

Dave Crum stated it would be helpful to see what a One Stop Center looks like and see how it works before advocating for the center to the SWIB. Chairwoman Marty Copps stated that on page 99 of Attachment D of the Two Year Plan, it states that the Board will conduct a site review within 60 days of the date the business plan was approved. Pam Watson stated the committee or a SWIB member close to the site could conduct the on-site review. Future committee meetings may be held at a One Stop Center, and Ms. Watson encouraged committee members to visit a center personally. Ms. Watson also clarified that wherever the Two Year Plan says

local boards, those are now responsibilities of the State Board. Dave Crum asked if there would be a cover sheet the staff checks off stating the business plan has met the criteria and Ms. Watson stated yes. Dave Crum added that he felt it made good sense that the whole committee doesn't do the site review. Chairwoman Copps stated that page 99 of Attachment D of the Two Year Plan also states the Board will establish standard criteria acceptable for acceptance and approval. Ms. Watson stated that any additional criteria would have to be submitted by the SWIB to and approved by the United States Department of Labor as a 2-Year Plan modification.

Mike DesRosier asked if the four established centers in Montana were still certified. Ms. Watson stated the four centers are certified until June 30, 2006 and that the centers will need to submit a request for recertification if they wish to remain certified. This committee will need to send a letter stating June 30th is approaching and that recertification must be applied for using the Consortium Agreement model. The committee agreed to have Pam Watson draft the letter for Marty Copps to sign on behalf of the committee.

Linda Woods asked for clarification of the agreements and financial obligations of the Operators that extend beyond June 30, 2006 as reported during the committee meeting on January 19, 2006 meeting. Jeff Rupp stated that if the Operators have entered into agreements extending past June 30th that they should inform the committee. Ms. Watson discussed the One Stop Development funds that were available through Montana Job Training Partnership and added that funds of that nature will no longer be available. Linda Woods asked to stress to providers that no extra funds are available. Ms. Watson stated that these issues would be addressed in the letters to the existing Operators. Chairwoman Copps asked to send letters to other communities to encourage them to apply. The committee agreed to send letters to the existing four centers regarding the recertification and a letter to each Community Management Team encouraging them to submit a request for certification. Mr. Rupp stated his local CMT has attempted to include economic development but Bozeman has four or five economic development agencies and more direction may be needed and asked if Evan Barrett's office could provide a list or contacts. Commissioner Kelly stated Tony Priete and the Governor's office have a list.

Consortium Agreement of One-Stop Partners

Pam Watson stated the State Agency Management (SAM) Team for Workforce Development's Consortium Agreement meets criteria for certification or designation of a One Stop Center. The State Agency Management Team will be the signors of the Consortium Agreement. Bruce Day, Rural Employment Opportunities Inc., has expressed interest in signing the agreement on behalf of the Section 167, Migrant and Seasonal Farmworkers. The Sections 166 and 167 Grantees could sign as an addendum to the Consortium Agreement. Mary Berg asked if the Consortium Agreement was statewide of for state executives. Ms. Watson stated a consortium agreement of three mandatory partners is required by WIA law and this will satisfy that requirement statewide, if One-Stop systems choose to use it as part of their certification request. The local communities can adopt the statewide Consortium Agreement and the signors of the Consortium Agreement will have the local level employees work under the Consortium Agreement. Ms. Berg asked if the local level employees need a directive from the administrators. Ms. Watson stated that the chain of command should be followed but the locals can develop a more detailed memorandum of understanding or consortium agreement but that would be a decision for the community to decide.

Chuck Leggate stated Billings would be sending documents for committee approval that will include a consortium agreement of local partners, memorandum of understanding of operators of the center itself, and a cost allocation plan that is revenue neutral.

Definitions

Pam Watson stated she has researched the definitions for system, center, JobLINC, and operator to be an action item on a later agenda. Ms. Watson gave examples of definitions to be included, such as System, Center, JobLINC.

Jeff Rupp stated that it would be hard to develop a definition for system that fits statewide. Mr. Rupp stated there are three centers within the Bozeman area system. Ms. Watson stated it could also be clarified via the local consortium agreement or business plan who the fiscal agent and contact is. Mr. Rupp added that any communication for the system is sent to the HRDC who then distributes it to the centers and the HRDC as the Operator distributes external communication for the system. Dave Crum clarified that the point of contact will be defined in the business plan. Mr. Rupp also added that geographic workforce areas aren't aligned with labor market areas and have had to turn away possible clients due to the restrictive contracts. Ms. Watson stated the State Plan and funding are done by local areas, and evaluation of other methods of service delivery could be researched.

Dave Crum stated he would like to see the committee advocate for the JobLINC logo but wanted to know how the service providers felt. Linda Woods stated it was important for statewide consistency and standardized definitions should be sent to the CMT chairs. Gail Richardson agreed. Ms. Watson stated the committee needed to adopt the definitions and then send letters to the CMTs with the definitions. Chairwoman Copps asked to schedule a committee meeting in one week to adopt the definitions. Linda Woods asked for the agenda to include the JobLINC brand on the agenda.

Mr. Rupp stated the Bozeman area uses the JobLINC brand as an identifier for the system. Chairwoman Copps asked who maintained the JobLINC website and Ms. Watson stated the Department of Labor and Industry maintains the website. Chuck Leggate stated the JobLINC logo was developed as a FTD model and not intended to replace the individual providers logo and stated that he encourages the continued use of the JobLINC logo. Rebecca Engum stated a year ago Lewistown tag-lined the system as "Proud member of the JobLINC system". Nineteen providers were provided with JobLINC window clings and other materials and none of the partners used the tagline. No one knows what JobLINC does and its use cannot be enforced or regulated. Ms. Engum continued to ask if there was a boilerplate for the business plan for recertification because there are several formats of business plans. Ms. Watson stated the SWIB did not specify a business plan format so each community could tailor the plan to fit its local needs. Ms. Watson also stated if the One Stop Development Committee endorses JobLINC, it could become a part of the local consortium agreement or memorandum of understanding requiring the partners to use JobLINC as a brand. Kathy Yankoff stated the definitions are in the draft WIA Policy Manual and wanted to ensure that the committee aligned the definitions. Ms. Yankoff added that JobLINC was developed through a long and collaborative process but once the funding was gone, marketing the ideas was left to survive on its own.

CMT Report

Jessica Snyder reported contact information has been collected from all of the CMTs across the state and not all of the CMTs had chairs but utilized primary contacts or co-chairs. The local CMTs and the CMT Directory may list two contacts for a CMT.

Commissioner Kelly stated the CMTs should communicate with members of the community when meetings occur. Jeff Rupp stated the CMTs communicate to local elected officials and other interested members of the community in regards to meetings.

Reallocation Update

Pam Watson reported an estimated one million dollars are to be reallocated due to the transition to a single statewide planning area, but is unsure when the reallocation will occur.

Next Meeting

The next meeting of the One Stop Development Committee will be via conference call on March 15th at 9:00 a.m.

Adjournment

With no further business the meeting adjourned at 10:45 a.m.